

Collection and Processing Procedures

ENUMERATION AND RESIDENCE RULES

In accordance with U.S. Census Bureau practice, each person was to be enumerated as an inhabitant of his or her usual residence in the 1997 Household Income and Expenditures Survey. Usual residence is the place where the person lives and sleeps most of the time or considers being his or her usual residence. This place is not necessarily the same as the person's legal residence or voting residence. In the vast majority of cases, however, the use of these different bases of classification would produce substantially the same statistics, although there might be appreciable differences in some areas.

The implementation of this practice has resulted in the establishment of rules for certain categories of persons whose usual residence is not immediately apparent. Furthermore, this practice means that persons were not always counted as residents of the place where they happened to be staying on Survey day (February 15, 1997).

Enumeration Rules

Each person whose usual residence was in the Republic of Palau was to be included in the census, without regard to the person's legal status or citizenship. As in previous censuses, persons in Palau specifically excluded from the census were foreign travelers who had not established a residence.

Persons with a usual residence outside Palau were not enumerated in the 1997 Household Income and Expenditures Survey. On the other hand, residents of Palau temporarily abroad were to be enumerated at their usual residence in Palau. Persons living outside Palau were enumerated on a special Emigrants' form, but these data are incomplete.

Residence Rules

Each person included in the census was to be counted at his or her usual residence, the place where he or she lives and sleeps most of the time or the place where the person considers being his or her usual home. If a person had no usual residence, the person was to be counted where he or she was staying on February 15, 1997.

Persons temporarily away from their usual residence, whether in Palau or abroad, on a vacation or on a

business trip, were counted at their usual residence. Persons who occupied more than one residence during the year was counted at the one they considered to be their usual residence. Persons who moved on or near Survey day were counted at the place they considered to be their usual residence.

Persons Away at School -College students were counted as residents of the place in which they were living while attending college. Children in boarding schools below the college level were counted at their parental home.

Persons in Institutions -Persons under formally authorized, supervised care or custody, such as in jails; detention centers; juvenile institutions; nursing, convalescent, and rest homes for the aged and dependent; or homes, schools, hospitals, or wards for the physically handicapped, mentally retarded, or mentally ill, were counted at these places.

DATA COLLECTION PROCEDURES

The 1997 Household Income and Expenditures Survey of Palau was conducted using modified list/enumerate procedures (formerly called conventional or door-to-door enumeration).

Enumeration of Housing Units

Beginning in mid-February, 1997 enumerators visited and listed every housing unit and conducted a personal interview, asking the questions as worded on the census questionnaire and recording the answers. A single questionnaire contained all questions asked of every persons and every housing unit. The questionnaire contained both basic and detailed population and housing questions. Only housing information was obtained from vacant housing units.

Field Follow-up: Follow-up enumerators visited each address for which questionnaires were missing to obtain a completed questionnaire. If a follow-up enumerator determined that the unit was vacant on Survey day, regardless of the present occupancy status, the enumerator obtained only housing information about the unit from a knowledgeable source and filled out a questionnaire for that unit, completing specified items in the questionnaire for vacant units.

Coverage and Edit-Failure Follow-up:

The enumerators conducted an initial check of the questionnaires for completeness and consistency. The census office staff performed additional coverage and edit checks. Those households for which questionnaires did not meet specific quality standards because of incomplete information were contacted by personal visit to obtain the missing information.

Special Enumeration Procedures

Special procedures and questionnaires were used for the enumeration of persons in group quarters, such as college dormitories, prisons, and barracks. The questionnaires (Individual Census Records) included the same population items as the regular questionnaires but did not include any housing questions.

PROCESSING PROCEDURES

The 1997 Household Income and Expenditures Survey of Palau questionnaire was designed as a keyable document. The information supplied to the enumerator by the respondent was recorded by marking the answers in the appropriate answer boxes and, in some cases, entering a write-in response.

Enumerators returned all completed questionnaires to the Census office where the questionnaires were checked in and edited for completeness and consistency of the responses. Once all data collection activities were complete, the questionnaires were coded in the Census office. All write-in entries (ethnicity, relationship, language, migration, place of birth, parental birthplace, place of work, industry and occupation) were coded. After all coding operations were complete, the data entry clerks keyed all the responses to the questions on all the questionnaires using CENTRY, including the codes for the write-in entries.

The disks containing the keyed data were then processed on microcomputers using the Consistency and Correction (CONCOR) package for editing the data and the Census Tabulation System (CENTS) for tabulating the data.